Annual Reviews of Department Chairs and School Directors (2016-17)

Revised March 3, 2017

Goal

To enable chairs and directors to report on and receive feedback on their administrative activities in a way that aligns with the performance survey that will be used for reappointment while also reporting on their ongoing teaching, research and service.

Process

- The reappointment review survey is posted on the Chairs and Directors section of the ASC website and was discussed at all chairs’ meeting.

- March 1, 2017: Divisional deans provide chairs and directors with the attached Annual Activity Report of ASC Chair and Director Performance 2016 document

- June 1, 2017: deadline for submission of annual activity report to divisional deans

- June-July, 2017: meetings between divisional deans and chairs and directors to discuss annual activity report

- August 1, 2017: divisional deans provide annual review letter to chairs and directors
Annual Activity Report of ASC Department Chair and School Director
Performance 2016
January 1, 2016 - December 31, 2016

Please provide information about your activities and/or key accomplishments in the following areas with respect to your role in your unit. A brief list or comment is sufficient, and mark NA if a particular area is not relevant for this time period.

Please submit this report to your Divisional Dean by June 1, 2017. Attach an updated CV.

Name: _______________________________________________

Academic unit: ________________________________________

Date of appointment as chair or director: ________________

**Vision and leadership:**
Describe key accomplishments in meeting previous year’s goals and advancing the department

**Faculty appointments and development:**
List major accomplishments in appointing and/or promoting faculty
List accomplishments in career development of faculty, including particular initiatives in mentoring and nominating for major awards
Describe efforts and successes in diversifying the faculty and/or promoting inclusive excellence in the unit

**Staff appointments and development**
List significant efforts and accomplishments in managing staff and supporting their professional development

**Program development and assessment:**
List major activities and accomplishments in student recruitment, curricular innovation, and oversight of course schedules and enrollments
Describe any progress on implementation of program review action steps
Fostering connections beyond the department:
List key activities and accomplishments in:
- developing relationships with other chairs/departments/centers /colleges
- fostering relationships with alumni and donors
- fostering internal and external communication about the department/school

Governance:
Summarize any revisions to governance documents or innovations in structure or function of departmental committees

Management:
List any changes to leadership team/staff
List any professional development activities or other individual efforts to strengthen the effectiveness of your management of the unit
List any particular accomplishments in relation to managing the budget
Describe efforts to foster communication within the department

Achievements in scholarship:
Describe your most significant achievements in scholarship this year

Teaching activities:

Other professional service activities:

Goal Setting:
Please list 2-3 goals that you have for 2017 in your role as chair/director